



GYLI School Information 2010

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School Protocols 2010

D) School Coordinator Role

All participating schools need a GYLI school coordinator, who will be the central contact between GYLI and the school, and who passes along or gathers information as needed.

The school coordinator can be a faculty member currently in the program, a past faculty member, or another key administrator, such as a director of diversity, academic dean, dean of students, etc.

School coordinator duties:

- Work with GYLI faculty and students in the student and faculty selection process outlined below.
- Collect all application materials: essays, permission slips, photo releases, medical forms, etc. and forward these materials to GYLI as one complete package by the published deadline
- Collect all program tuition fees for students and faculty for summer institutes and any programs during the course of the year
- Ensure that GYLI gets a check or bank wire for these fees in a timely manner
- Work with school financial aid office to ensure that the school is following the GYLI financial aid guidelines
- Hold at least one pre-institute meeting with all GYLI participants and their parents to distribute materials and communicate information regarding the summer institutes
- Work with commitment to other GYLI faculty members and GYLI students during the school year on implementation of Leader Learning Plans and other GYLI projects

II) Student and Faculty Recruitment, Selection, and Enrollment

GYLI is an experiential, hands-on, transformative program that seeks to re-define and re-shape students' relation to themselves, to others, and to the earth.

School group composition

We seek a group from each school that meets the following guidelines:

- At least one faculty member and two students per institute.
- Diversity in as many forms as possible: race, class, gender, religion, sexual orientation and ability
 - There is no one element of identity that is more important than others, but we want to pay specific attention to gender, so that we have an equal number of males and females
- Leadership development vs. leadership enhancement
 - Strong groups contain a combination of students who are already leaders and students who are developing their skills
 - Diversity in leadership styles makes for a stronger group. Ideally, a group has a mix of outgoing and quiet, impulsive and patient students and faculty
- Diverse friendship groups. GYLI is a place for students to reach, stretch, and grow, outside of their regular group of friends.
- Students and faculty from the margins. We want to make GYLI available to those who will benefit most from an opportunity to engage with a diverse group of people, to gain confidence as an individual and a leader.

Student and faculty selection process

Every GYLI group at a school has the opportunity to select a new group of students and faculty for the coming year, and to make additions or changes to the current GYLI school group.

Two key points to keep in mind:

- Make the program available to the entire school. Do not become internally selective. Seek students from all social circles and walks of life.
- Be creative with the selection process!! Do whatever works for your school and your students and teachers. The following suggestions may help you in the process:

Suggested selection process:

- **Select** a faculty member for the new group, who will help with student selection, along with other students and faculty who are involved with GYLI
- **Seek** potential new GYLI students by asking for **nominations** from teachers, advisors, and current GYLI students and faculty (see example e-mail below), OR through a broad advertisement to the entire 9th grade class.
- **Request** applications from those students who receive nominations or who respond to the advertisement.
- **Interview** all applicants (interview can be with any member(s) of the selection committee)
 - The interview should be supportive, NOT confrontational
 - Look for strengths that GYLI can amplify, not deficiencies
- **Meet** with the selection committee to discuss applications, and form the best group possible
- Current GYLI students must **re-apply** to GYLI every year.
 - The criteria for re-application should include: an essay (required by GYLI), attendance at GYLI meetings, completion of a Leader Learning Plan, and commitment to GYLI values
 - All re-applications should be supervised by the school coordinator
- Students should also be encouraged to apply to **join an existing student group**
- **Communicate** all final selections to the GYLI office by e-mail or phone

Suggested timeline for student and faculty selection:

- October and November - Begin seeking potential students (presentation to the 9th grade and request for nominations from teachers)
- November or December – Talk to, or send a letter to potential students, inviting them to apply for GYLI
- January – select student group and register for GYLI summer institutes!
- February-June – communicate often with students, parents, and faculty members to prepare them for the summer institute



Example e-mail requesting GYLI student nominations

Dear faculty member / advisor X,

As you may know, I am involved with Global Youth Leadership Institute, a leadership training and diversity program that offers summer institutes for high school students and teachers. GYLI is a three-year program for rising sophomores, juniors, and seniors. For next summer, we hope to form a group of freshman students to attend the first year of the program. We are now looking for nominations of potential students from faculty members such as you.

Please keep your eye out for students who would be good candidates for this program. We are looking for first-year students from a variety of backgrounds who have leadership potential, and who would benefit from a program that immerses them in new, exciting, experiential learning environments. If selected for the program, they will form a group with two to five other students and one faculty member from our school, and join other school groups from around the country for the first-year institute (based on a tall ship in either the Great Lakes or Boston).

Our group of current GYLI students and faculty will review all nominated students, request applications from those students, and then select the best group possible for the institute next summer.

Please contact me with any nominations or with questions about GYLI. I am happy to share more information about what we do. You can also find out more about GYLI at www.gyli.org.

Thanks,

III) Payment for Institutes and Other Events

Payment of all student and faculty tuitions for institutes and other events should be in the form of one check or bank wire from the business office of your school to GYLI

- During the application process, communicate all tuition, financial aid, and deadline information to students and parents
- As students sign-up for institutes on-line, we will generate an invoice and send it to you. Please pass it along to your school's business office
- Collect all checks made out to your school for tuition from students or their families
- Deliver these checks to your school's business office, and make sure the school sends a check or bank wire to GYLI before the payment deadline

*GYLI assumes that faculty tuition and faculty travel expenses for GYLI programs will be paid for by the **school** as an investment in professional development. The GYLI office will be happy to write a letter to your school's administration detailing our commitment to professional development.

Bank wire information

<u>Bank name and address</u>	M&I Bank 770 N Water St Milwaukee, WI 53202
<u>Checking Account #</u>	0034931523
<u>Swift Code #</u>	MARLUS44
<u>Beneficiary name and address</u>	Global Youth Leadership Institute 829 W Wisconsin Ave Milwaukee, WI 53233

IV) Financial Aid

GYLI schools should commit to the socio-economic diversity of their student groups

- Ask your school financial aid office if they will give financial aid support you're your students' participation in GYLI
- Schools should provide aid for GYLI students in the same proportion that they provide tuition aid to those same students

- If a school has already reached this level of aid, or has difficulty reaching this level, the school may apply to GYLI for additional funding. Please call or e-mail the GYLI office for instructions on the financial aid process. GYLI will process those applications in the order received, which will **benefit schools that conduct their selection process earlier**

Financial Aid steps

- 1) Student applies and is accepted to GYLI through the school's selection process
- 2) School provides tuition aid for GYLI in the same proportion as school tuition aid
- 3) School includes this financial aid in its payment to GYLI for total student and faculty tuitions
- 4) If the school seeks additional assistance, school coordinator applies through the GYLI office

V) Travel Arrangements

Schools groups will make all of their own travel arrangements to and from the institute sites. GYLI accepts responsibility for its participants upon their arrival at the institute site.

- Option 1—School submits a list of names to the GYLI travel agent (East Towne Travel, Milwaukee, WI). The agent will book flights and other transportation as necessary with the credit card information provided by the school.
- Option 2—School arranges travel on its own, allowing ample time for arrivals, departures, and connections, according to the GYLI program schedule

* School must provide adult chaperones for each leg of travel, and thus the school assumes responsibility for students and faculty during travel to and from each institute.

* School will incur costs of missed flights, missed connections or other travel delays that are not the responsibility of GYLI. These costs may also include hotels, food, ground transportation, or airport departure tax (Costa Rica).



GYLI Faculty Training Conference

Every spring, GYLI offers a faculty training weekend to prepare our faculty for the summer institutes, and to build on their classroom repertoire. GYLI pays for all programming, lodging, and meals. Schools are responsible for all of their faculty members' travel costs.

This training consists of:

- Overview of the GYLI program
- Workshops with nationally recognized professionals in the fields of leadership development, cultural diversity, global pluralism, and experiential education
- Small group meetings with faculty and coordinators from your upcoming summer institutes. In these meetings, faculty members become familiar with the schedule and ideas behind the institute, and what they can do to make it a productive experience for them and their students
- Presentations by GYLI students about projects that they have begun in their schools and communities
- Lodging, meals, and a comfortable environment in which to interact with faculty members from GYLI member schools around the country

2010 Faculty Training will take place from Friday, April 9th to Sunday, April 11th in Chicago, IL



GYLI Timeline 2010

February 1, 2010 — Application Deadline (current schools)

March 1, 2010 — Application Deadline (new schools)

All school applications and essays must be post marked by this date to guarantee your place in the 2010 summer institutes.

February 15, 2010—Payment Deadline (current schools)

March 15, 2010—Payment Deadline (new schools)

All tuition fees must be received from participating schools by this date to guarantee your place in the 2010 GYLI summer institutes.

June – July - August 2010

Year 1 – “Sailing in the Wake of Our Ancestors”

Schooner *Denis Sullivan* - Milwaukee, WI - June 14 – June 18

Schooner *Alabama* – Martha’s Vineyard, MA – June 23 – June 27

Schooner *Lettie G. Howard* – Mystic, CT - July 5 – July 9

Year 2 – “Developing a Personal Leadership Vision”

New Mexico I: July 7 – July 12

New Mexico II: July 14 – July 19

*New Mexico III: July 21 – July 26

*if NM I and NM II are already full, we will have a 3rd Year 2 program

Year 3/ISL – Institute for Student Leaders – “Engaging Models of Global Pluralism”

Costa Rica: July 10 - July 19

India: June 25 – July 4

Middle School Leadership Institute – “Awakening to the Science of Our World”

Corte Madera, CA: August 1 – August 5

Stonington, CT: July 30 – August 3

GYLI Application Process

1. Students and faculty members sign up and complete their personal profile on the GYLI website. This profile contains personal information, such as health insurance and emergency contact information. We do not sell, share, or distribute this information. (See the website for our Privacy Policy).
2. Students and faculty members print application documents from the GYLI website and turn them into their GYLI school coordinator
 - Year 1 student documents
 - Essay
 - Parent Indemnification and Permission Form
 - Medical Form
 - Year 2 student documents
 - Essay
 - Parent Indemnification and Permission Form
 - Medical Form
 - Year 3/ISL student documents
 - Parent Indemnification and Permission Form
 - Medical Form
 - Parent NOTARIZED Permission Form for International Travel (this must be notarized by a public notary)
 - Faculty member documents (Year 1, Year 2, Year 3)
 - Short essay question
 - Faculty Roles and Expectations
 - Medical Form
3. Students make all checks payable to THEIR SCHOOL and the SCHOOL will write one check to GYLI.
4. School coordinators ensure that students and faculty members are signed up on the GYLI website, and they send the application documents and payments by the appropriate deadlines

GYLI 2010 Tuition Schedule

Middle School – “Awakening to the Science of Our World”

- Student Tuition: 900 (does NOT include airfare)
- Faculty: 300

Year 1 – “Sailing in the Wake of Our Ancestors”

- Student Tuition: 1600 (does NOT include airfare)
- Faculty: 600

Year 2 – “Developing a Personal Leadership Vision”

- Student Tuition: 1800 (does NOT include airfare)
- Faculty: 600

Year 3/ISL – “Engaging Models of Global Pluralism”

- Student Tuition: 2200 (does NOT include airfare)
- Faculty: 800

Refund Information

GYLI understands that plans can sometimes change. However, we cannot provide high quality programming without commitment from our participants. If you CANCEL participation, you will be refunded according to the following schedule.

- Before April 1, 2010 - Full Refund
- Before June 1, 2010 - 50% Refund
- After June 1, 2010 - No Refund of tuition